

Town of Royalston, Massachusetts – Chief of Police Recruitment

Posting Date: December 8, 2025

Application Deadline: December 31, 2025

Position: Chief of Police

The Town of Royalston, Massachusetts, invites applications for the position of Chief of Police for the Royalston Police Department. This is a key leadership role responsible for directing all law enforcement functions, forging strong community relationships, and maintaining public safety in compliance with Town policies and Massachusetts General Laws.

The Chief of Police is appointed by and reports to the Royalston Select Board pursuant to G.L. c. 41, § 97A.

Town and Department Overview

Royalston is a rural, community-oriented town located in Worcester County, Massachusetts. The Police Department is committed to working in partnership with the community to fight crime, reduce fear, and improve the quality of life in our neighborhoods.

The Chief of Police is expected to lead a team of officers and staff to serve the Town's residents with integrity, professionalism, and a strong sense of community.

The Royalston Police Department is currently funded for two (2) full-time staff (Chief and Police Officer) and six (6) part-time officers. The expectation is that there will be two 40-hour (5-day) shifts per week, with additional shifts being covered by part-time staff, as scheduled by the Chief.

Key Responsibilities

- Provide strategic leadership and direction for all departmental operations, including patrol, investigations, scheduling, personnel appointments and promotions, support services, and community outreach.
- Develop and implement department goals, objectives, policies, procedures, rules, and regulations subject to the provision of M.G.L. c. 41, § 97A and applicable Town bylaws and policies, to ensure that the community's law enforcement and public safety needs are met.
- Direct and oversee all financial matters for the department, including operating and capital budget preparation, resource allocation, and grant management, consistent with applicable law and Town financial policies.
- Prepare and/or coordinate community involvement programs such as safety programs, school-based initiatives, and other outreach, as resources allow.

- Oversee the maintenance of all records and statistics required by local, state, and federal agencies and statutes and provide necessary documentation as required by those entities.
- Foster community policing initiatives and building strong relationships with residents, local businesses, schools, and civic organizations.
- Oversee staffing, scheduling, training, and performance evaluation for the department, and ensure compliance with applicable laws, regulations, and Town policies.
- Coordinate with neighboring jurisdictions, state agencies, and regional partners to maximize public safety, mutual aid, and resource sharing.
- Serve as the primary public and media liaison for the Police Department and, when appropriate, for the Town on law enforcement matters.
- Lead efforts to evaluate and integrate modern technology, data-driven policing and record keeping, and risk-management practices.
- Promote professional development, health, wellness, and morale among department members.
- Develop and maintain a system that provides for response to calls for service outside regularly scheduled working hours, utilizing the chief of police, full-time patrol officer, and part-time officers, with the goal of ensuring consistent, 24-hour coverage of calls for service.
- Work some holiday, evening, and weekend hours, as necessary, based on staffing needs and community/public safety needs.
- Attend Select Board and other Town board/committee meetings as requested.
- Provide the Select Board with periodic reports on departmental operations, activities, trends, and needs.
- Work collaboratively with adjoining jurisdiction agencies to promote mutual aid responses when needed and requested.
- Perform any and all similar or related work as required or as the situation dictates.

Preferred Qualifications

- Minimum of five (5) years of progressively responsible experience in law enforcement, including supervisory or management experience.
- Demonstrated experience in community policing, budgeting, policy development, and organizational leadership.
- Strong communication, interpersonal, and public relations skills.
- Ability to analyze data, develop strategic plans, and implement performance metrics.
- Commitment to ethical standards, transparency, accountability, and community trust.
- Residency within a reasonable distance (to be determined by the Select Board) of the Town of Royalston or willingness to relocate within a reasonable time after appointment.

Desired Attributes

- A collaborative, forward-thinking leader who values community input and fosters a positive organizational culture.
- Experience working in a small-town or rural environment is preferred.
- Track record of innovation, effective use of limited resources, and cross-agency collaboration.
- Strong commitment to community policing, outreach, and engagement with residents and visitors of the town.
- Strong understanding of Massachusetts municipal law enforcement context, including POST requirements, labor relations, and municipal governance.

Minimum Qualifications

- Current Massachusetts POST certification as a law enforcement officer in good standing.
- Current Massachusetts License to Carry Firearms (LTC), or the ability to obtain and maintain the same as a condition of employment.
- High school diploma or GED required; an associate or bachelor's degree in criminal justice, public administration, or related field is strongly preferred.
- Valid Massachusetts Class D operator's license.
- Ability to meet all statutory and regulatory requirements for appointment as Chief of Police under Massachusetts.
- Successful completion of a comprehensive background investigation, including criminal history, driving record, employment history, and reference checks. A conditional offer of employment will be contingent upon satisfactory completion of all required pre-

employment screenings, which may include medical, psychological, and fitness-for-duty evaluations, consistent with applicable law.

Compensation and Benefits

- **Salary Range:** \$90,000 – \$99,000 annually, commensurate with experience and qualifications

Salary and benefits will be commensurate with experience and aligned with the Town's compensation structure for senior municipal officials. The position is a full-time, FLSA exempt, non-union executive position and includes participation in the Massachusetts Public Employees' Retirement System (if eligible) and other standard municipal benefits.

Application Process

Interested candidates should submit the following materials:

- A cover letter describing interest in the position and relevant leadership experience.
- A detailed resume including dates of service, rank, responsibilities, and major accomplishments.
- A list of three professional references with contact information (references will not be contacted without prior notification to the candidate).
- Copies of relevant certifications, training credentials, and academic transcripts (if applicable).

Please submit applications to:

Town of Royalston – Select Board Office

13 On the Common

Royalston, MA 01368

Or via email to: bos@royalston-ma.gov

Applications must be received by: December 31, 2025

The Town of Royalston is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, creed, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, genetic information, veteran or military

status, or any other status protected by federal or Massachusetts law. Qualified individuals with disabilities may request reasonable accommodation in the application or hiring process.

All qualified applicants are encouraged to apply.